



Tuesday 26th April 2022

Dear Councillor

You are hereby summoned to attend the Annual meeting of St Erme Parish Council on **Tuesday 3rd May 2022** at the **St Erme Community Centre at 7.30pm.**

The press and members of the public are welcome to attend.

S Trethewey
Mrs S Trethewey (Clerk to the Council)

AGENDA

- 1) Election of Chairman and signing of the 'Chairman's Declaration of Acceptance of Office.'
- 2) To accept apologies.
- 3) Election of Vice-Chairman.
- 4) **Declarations of Interest in items on the Agenda**
 - a) Councillors to disclose any declarations of interests on any agenda items.
- 5) **Dispensations**
 - a) Member/s to request a dispensation for an item on the agenda that has just become apparent at this meeting.
- 6) To receive and approve the inventory and asset register of council property and to appoint a controller for 1st April 2022 to 31st March 2023 (Appendix 1)
- 7) To appoint representatives to outside bodies (Appendix 2)
- 8) **To agree the continuation of the following Sub Committees: (Appendix 3)**
 - St Erme Emergency Community Plan Committee
 - St Erme Neighbourhood Plan Steering Group
 - St Erme Sustainability and Climate Adaption Working Group

Public Participation (15 minutes)

The public are given 15 minutes to discuss any item on the agenda, after this period the members of the public may stay at the meeting but will not be able to comment or participate.

- 9) To receive and approve the minutes previously circulated for the meeting held on Tuesday 5th April 2022. (Appendix 4)
- 10) Councillors to discuss any matters with Cornwall Councillor if present
- 11) Clerks update and report (Appendix 5)
- 12) **Planning: -**
 - a) To consider any planning applications received up to the date of the meeting: -
 - b) Update on planning issues:

- 13)** To agree the annual subscriptions for 2022/2023.
- Cornwall Association of Local Councils:
 - Society of Local Council Clerks:
 - St Erme & Trispen Parish Post:
 - Data Protection registration:
 - Microsoft Office 365
- 14) Finance:** (Appendix 6)
- a)** To receive the financial statement of accounts, including expenditure against budget and to approve payments.
 - b)** To receive and approve payments and direct debits delegated to the clerk for year ending 31st March 2023.
 - c)** To receive and approve the financial statement and end of year accounts for year ending 31st March 2022
 - d)** To receive the 'Internal Examination of the Council's Procedure's' for year ending 31st March 2022
 - e)** To agree and answer each Section of the Annual Governance Statement for year ending 31st March 2022
 - f)** To receive, approve and sign the Statement of Accounts for the Annual Audit Return for year ending 31st March 2022
 - g)** To consider and agree on the distribution of grants to parish organisations for 2022/2023 as per the Council's Grant Policy.
 - h)** To agree the renewal of the Council's annual insurance for 2022 – 2023
 - i)** To review the council's current bank procedures for the Bank Accounts.
- 15)** To review and agree the dates of the St Erme Parish Council meetings for 2022/2023 (Appendix 7)
- 16)** To update on the Queens Platinum Jubilee and consider a request for a grant to the St Erme Community Enhancement Group towards the cost of the community celebrations. (Appendix 8)
- 17)** To review and update the following documents under the Coronavirus Act 2020 (Appendix 9)
- Supplementary Standing Orders
 - Supplementary Financial Regulations
- 18)** To update and agree the way forward on the agreed tender for the maintenance of the hedges and wildflower meadow on the open space at the north of Burrington's.
- 19)** To agree the date of the next meeting to be held on Tuesday 7th June 2022 at the St Erme Community Centre 7.30pm.

Following the meeting of the Council there will be a meeting of the Keate Charity Trustees.